



Pay.gov Updated With Distilled Spirits Operational Reports

To: Distilled Spirits Plants and Others in the Alcohol Production and Storage Industries.

What is the purpose of this circular?

In this circular, the Alcohol and Tobacco Tax and Trade Bureau (TTB) announces the addition of the Processing, Production, and Denaturing Operational Reports to the "Pay.gov" system. Industry members may also file excise tax returns, payments, and other industry operational reports through the Pay.gov system using electronic forms and signatures as described in [Title 27 CFR, Part 73, Electronic Signatures; Electronic Submission Of Forms](#).

What forms did TTB add to the Pay.gov system?

Through Pay.gov, you can now electronically create and submit the following forms:

- TTB F 5110.28, Monthly Report of Processing Operations;
- TTB F 5110.40, Monthly Report of Production Operations; and
- TTB F 5110.43, Monthly Report of Processing (Denaturing) Operations.

How do I begin using the Pay.gov system?

You will need to obtain a User ID and password by filling out the Pay.gov User Agreement at http://www.ttb.gov/epayment/user_agreement.pdf. Print out the completed form and mail it to:

Alcohol and Tobacco Tax and Trade Bureau
Attn: Pay.gov
550 Main Street – Room 8002
Cincinnati, OH 45202

We will verify the User Agreement to ensure you have either "Signature Authority" or "Power of Attorney" for the company. Then, we will issue you a User ID via e-mail. Shortly after you receive your User ID, the system administrator will telephone you with your initial password. With your ID and password, you then connect via TTB's Pay.gov Web site at <http://www.ttb.gov/epayment.htm>.

Where may I obtain assistance or additional information?

For assistance in completing the User Agreement or questions about Pay.gov, please contact us through one of the means below:

- By mail: Alcohol and Tobacco Tax and Trade Bureau
Attn: Pay.gov
550 Main Street - Room 8002
Cincinnati, OH 45202
- By Telephone: 1-877-TTB-FAQS (1-877-882-3277).
- By e-mail: Pay.gov@ttb.treas.gov.

A handwritten signature in black ink that reads "John J. Manfreda". The signature is written in a cursive, flowing style.

John J. Manfreda
Administrator
Alcohol and Tobacco Tax and Trade Bureau